



# GENERAL CONTRACTOR REGISTRATION BOND INFORMATION

**Contractor:** Give this sheet to your bond company to ensure all information is correct on the bond.

**Bonding Agency:** Please follow the instructions below when completing the Licensing/Registration Bond Form.

We have attached a sample bond form for your convenience. Please refer to this sample form when you have questions about the information below.

1. **Form.** Use the enclosed bond form provided.
2. **Bond Number and Date.** Enter the bond number and date on the form on the lines on the top left.
3. **Amount of Bond.** All Contractor License/Registration bonds are \$15,000.00. Do not change this amount.
4. **Name of Licensee.** Complete this space with the name of the individual you wish to designate as the responsible party for your registration.
5. **Name of Company.** If the contractor is doing business as a company or assigning their registration to a business, complete this section with the exact full business name. If the contractor is conducting business as herself/himself, not using a business or corporation name, leave this section blank. (Contractors do business under a variety of names, many use more than one name. The bond must contain the exact and full individual name or the exact full business name the contractor will use in doing business with the City of Columbus. If the contractor is assigning their registration to a business, the exact full business name must appear on the bond.)
6. **Name of Bond Company.** The bond company name must appear here.
7. **Registration Type.** Complete this section listing the type of trade as "General" Contractor.
8. **Expiration Date.** Expiration dates for City of Columbus General Contractor Registration(s) are based upon the first letter of the last name of the individual you designate as the responsible party for your registration. Please use the following table to calculate the appropriate expiration date:

<b>Last Name Begins With:</b>	<b>Bond to Expire:</b>
A - F	December 31
G - L	March 31
M - R	June 30
S - Z	September 30
9. **Dating and Signing of Bond.** This section needs to be completed by both the individual designated in item #4 and the bonding company. Signatures must be originals. Do not use rubber stamps.
10. **Bond Seal.** The bond must have either an original imprinted seal or gold seal affixed to it for validation. Any bond missing this seal is considered invalid and will be returned to the applicant without review.

When the bond form has been properly completed, return it to the applicant. Do not return this form to our office. The applicant must complete additional paperwork and attach a check for the registration fee. We require all paperwork to be submitted as a single package. Valid date of receipt by our office is the time-date stamp we administer. We do not accept postmarks or delivery service dates as received dates.

## **QUESTIONS?**

Please call (614) 645-6083. This is a voice-mailbox. You may leave your name, number, and a brief description of your question and one of our customer service representatives will return your call.



# GENERAL CONTRACTOR REGISTRATION BOND FORM ①

Bond # ② \_\_\_\_\_  
 Date ② \_\_\_\_\_  
 Amount \$15,000.00 ③ \_\_\_\_\_

## KNOW ALL MEN BY THESE PRESENTS:

That (Licensee/Certificate holder) ④ \_\_\_\_\_  
 of (Company Name) ⑤ \_\_\_\_\_  
 as Principal and (Bond Company) ⑥ \_\_\_\_\_  
 as Surety, are held firmly bound unto the City of Columbus, c/o City Treasurer for the General Fund, city hall, 90 West Broad Street, Columbus, Ohio 43215, as Oblige, in the sum of Fifteen Thousand and no/100th Dollars (\$15,000.00) to be paid to said Oblige City, its successors and assigns, and for the payment thereof well and truly to be made, we, Principal and Surety, jointly and severally bind ourselves, our heirs, executors, administrators, successors, and assigns firmly by these presents. The conditions of the above obligation are such that:

**WHEREAS**, the above principal has or is about to apply to said Oblige for a license/registration as a ⑦ \_\_\_\_\_ Contractor  
 for the term commencing this date and ending (MO/DAY/YR) ⑧ \_\_\_\_\_, pursuant to Chapter 33 or 41 of the Columbus City Codes, 1959, as applicable.

**WHEREAS**, Principal, his agents and employees shall save the City harmless from all loss and damage to persons or property which may be occasioned in any way, by accident or the want of care or skill on applicant's part, in the prosecution of the work contracted, performed, pursued or attempted under such license/registration, pursuant to Columbus City Code Title 41, sections 4114.515, 4114.707 and 4114.913.

**NOW THEREFORE**, if the license/registration shall be issued to Principal and Principal, his agents and employees shall save the City harmless from all loss and damage to persons or property of the City and aforesaid, then this obligation shall be void; otherwise, the same shall remain in full force and effect.

**IT IS FURTHER AGREED AND UNDERSTOOD** that Surety Company reserves the right to cancel this bond by giving thirty (30) days written notice to Oblige c/o Administrator for The Building Services Division, 757 Carolyn Avenue, Columbus, Ohio 43224, and upon receipt of such cancellation notice, Surety Company is relieved of any further liability. Surety Company will be liable for loss accruing up to the effective date of said cancellation notice, but in no event to exceed said \$15,000.00

Signed this ⑨ \_\_\_\_\_ day of \_\_\_\_\_, in the year ⑨ \_\_\_\_\_  
 Licensee/Certificate Holder ⑨ \_\_\_\_\_ (PRINT OR TYPE NAME) By ⑨ \_\_\_\_\_ (SIGNATURE)  
 Surety ⑨ \_\_\_\_\_ (PRINT OR TYPE NAME) By (Attorney-in-fact) \_\_\_\_\_ (SIGNATURE)

⑩  
**Seal**



# GENERAL CONTRACTOR REGISTRATION BOND FORM

Bond # \_\_\_\_\_  
Date \_\_\_\_\_  
Amount \$15,000.00

## KNOW ALL MEN BY THESE PRESENTS:

That (Licensee/Certificate Holder) \_\_\_\_\_  
of (Company Name) \_\_\_\_\_  
as Principal and (Bond Company) \_\_\_\_\_  
as Surety, are held firmly bound unto the City of Columbus, c/o City Treasurer for the General Fund, City Hall, 90 West Broad Street, Columbus, Ohio 43215, as Obligee, in the sum of Fifteen Thousand and no/100th Dollars (\$15,000.00) to be paid to said Obligee City, its successors and assigns, and for the payment thereof well and truly to be made, we, Principal and Surety, jointly and severally bind ourselves, our heirs, executors, administrators, successors, and assigns firmly by these presents. The conditions of the above obligation are such that:

**WHEREAS**, the above principal has or is about to apply to said Obligee for a license/registration as a \_\_\_\_\_ Contractor  
for the term commencing this date and ending (MO/DAY/YR) \_\_\_\_\_, pursuant to Chapter 33 or 41 of the Columbus City Codes, 1959, as applicable.

**WHEREAS**, Principal, his agents and employees shall save the City harmless from all loss and damage to persons or property which may be occasioned in any way, by accident or the want of care or skill on applicant's part, in the prosecution of the work contracted, performed, pursued or attempted under such license/registration, pursuant to Columbus City Code Title 41, sections 4114.515, 4114.707 and 4114.913.

**NOW THEREFORE**, if the license/registration shall be issued to Principal and Principal, his agents and employees shall save the City harmless from all loss and damage to persons or property of the City and aforesaid, then this obligation shall be void; otherwise, the same shall remain in full force and effect.

**IT IS FURTHER AGREED AND UNDERSTOOD** that Surety Company reserves the right to cancel this bond by giving thirty (30) days written notice to Obligee c/o Administrator for The Building Services Division, 757 Carolyn Avenue, Columbus, Ohio 43224, and upon receipt of such cancellation notice, Surety Company is relieved of any further liability. Surety Company will be liable for loss accruing up to the effective date of said cancellation notice, but in no event to exceed said \$15,000.00

Signed this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_

Licensee/Certificate Holder \_\_\_\_\_ By \_\_\_\_\_  
(PRINT OR TYPE NAME) (SIGNATURE)

Surety \_\_\_\_\_ By (Attorney-in-fact) \_\_\_\_\_  
(PRINT OR TYPE NAME) (SIGNATURE)

**Seal**